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# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 13-69

8 April 1969'

To: All Training Officers of the Agency

## BUDGET PROCESS COURSE

FOR

Employees directly involved in the budget formulation and execution phases of Agency financial management.

DATES

23 - 27 June 1969

(Another running is planned for 20 - 24 October 1969)

PLACE

Room 1 A 07 Headquarters

TIME

0830 - 1230 hours each day, Monday through Friday for one week

PROGRAM

The course objectives are to provide:

- A. An understanding of the purposes and processes of Federal budgeting;
- B. Detailed instruction in the techniques of budget formulation and execution with special emphasis on Agency forms and procedures;
- C. The interrelationship of programming, budgeting and accounting activities.

The course will consist of lectures by subject matter specialists, reference material, and class discussions.

REGISTRATION

Limited to 40 students. Submit Form 73 to AIR/ISS/TR, Room 832 Glebe by 6 June 1969.

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ADDITIONAL  
INFORMATION

For course content, call [REDACTED]  
extension [REDACTED] for registration assistance  
call AIR/ISS/TR, extension [REDACTED] 25X1A

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GROUP 1  
Excluded from automatic  
downgrading and declassification

DOC	39	REV DATE	4 April 80	BY	025614
ORIG	ORIG	ORIG	ORIG	ORIG	ORIG
CLASS	CLASS	CLASS	CLASS	CLASS	CLASS
PAGES	PAGES	PAGES	PAGES	PAGES	PAGES
22	22	22	22	22	22
NEXT	NEXT	NEXT	NEXT	NEXT	NEXT
REV	REV	REV	REV	REV	REV
2010	2010	2010	2010	2010	2010
AUTH	AUTH	AUTH	AUTH	AUTH	AUTH
HR	HR	HR	HR	HR	HR
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